



Public Works Department
PO Box 97010 M/S 2SPW
Redmond, WA 98073-9710
Phone: 425-556-2760
Fax: 425-556-2400

Permit No.: SPEV
Expiration Date: _____

PERMIT FOR SPECIAL EVENT

APPLICANT INFORMATION

Name _____

Address _____

City/State Zip _____

Email _____

Secondary Contact _____

Address _____

City/State Zip _____

Email _____

Bus. Phone _____

Home Phone _____

Fax _____

Cell _____

Bus. Phone _____

Home Phone _____

Fax _____

Cell _____

SPONSORING ORGANIZATION

Name _____

Address _____

City/State Zip _____

Phone _____

Fax _____

EMERGENCY CONTACT

Emergency Contact _____

Address _____

City/State Zip _____

Bus. Phone _____

Home Phone _____

Fax _____

THE EVENT

Name of Event _____

Describe Purpose: ☐ Parade ☐ Bike Ride ☐ Walk _____

Date (s) _____ Hours of Operation _____ No. of Volunteers _____

Expected Attendance (participants plus spectators): _____

Number of cars or floats in parade: _____

Describe event in detail. Add additional sheet if necessary: _____

***PLEASE ATTACH:**

- 1) Permit Processing Fee (\$110)
- 2) A bulleted list of timelines and sequence of events
- 3) A route map and/or site layout as applicable
- 4) Any related event brochures, posters, or mailings